

**Administrative Officer Script  
For  
New Hires**

(Draft Under Review)

1. This is (name), the Administrative Officer of the (team) of the Federal Emergency Management Agency. I am calling to let you know that you have been selected and approved for appointment to the position of (title, grade, and salary – (quote as an annual salary and obtained from the SF-52. You can divide this annual salary by 2087 to determine the hourly rate). Are you still interested and available for this position? If yes, proceed with paragraph # 2.

If they are no longer interested in the position, \_\_\_\_\_.

2. The effective date of your appointment is (obtain from SF-52, item \_\_\_\_). Your work schedule is intermittent which means you do not have a pre-arranged, scheduled tour of duty. You will be in a non-pay status until such time as we notify you to either report for training or deployment.
3. You are now a part of the National Disaster Medical System (NDMS), a part of FEMA. As a member of the \_\_\_\_\_ (DMAT, DMORT, VMAT, NMRT or specialty team-IMSuRT, Burn etc.). As part of the NDMS/FEMA intermittent workforce, you are only to commit to a job as an employee of FEMA (i.e. deploy) – upon direction of your team commander. For example, when your team is deployed, you will be given directions on where to assemble. At this time, you will be given information on how the activation process works and when the activation will occur.

**Directions for Administrative Officer:**

1. Make a call or send an email to your member.
2. If you send this message by email, request a confirmation or refusal from the new hire.
3. Confirm the acceptance or refusal with your Cadre Management Specialist at the FEMA “C” Street office.

Date: February 13, 2004

